

Brookhaven National Laboratory

Staff Services Division

Transportation Office

Pilot Program

After Hours Use of Government Vehicles

I. Purpose:

Provide a method of on-site transportation for RHIC users, visitors and guests after normal working hours.

II. Proposal:

Between the hours of 5:00 p.m. and 8:15 a.m., provide to a designated representative(s) of the four or five running experiments at RHIC, the use of a government vehicle from the laboratory's transportation pool.

III. Procedures:

- Vehicle use is for on-site use only. No vehicles involved in this program may leave the site. Proper use of Government vehicles will be in accordance to **SPI 5-05** <https://sbms.bnl.gov/ld/ld12/ld12d211.htm>.
- The RHIC Users Office will provide a list of designated representatives (valid BNL employees, users, visitors or guests) who would be authorized to sign out and use a vehicle.
- Representative drivers must have a valid USA or International driver's license. A copy must be provided to the Transportation Office. Vehicle operators must also possess an active guest appointment and hold an active BNL ID card.
- Assigned vehicles must be signed out of the Transportation Office between 4:45 p.m. and 8:00 p.m.
- Assigned vehicles must be returned to the Transportation Office parking lot and the keys returned to the Transportation Office by 8:30 a.m. each morning. For vehicles signed out on Friday evening, the return will be by 8:30 a.m. on Monday. (A key drop slot will be installed at the entrance door to Staff Services for returns before business hours)
- The representative driver would use the vehicles between the hours of 5:00 p.m. and 8:15 a.m. only for transportation on-site.
- There is no charge for the use of these vehicles during the after hours transportation program.
- This is a pilot program and will be reviewed in six months for its effectiveness.